

**MINUTES FOR
PROJECT ENGINEERS MEETING
Tuesday, August 28, 2001
10:00 am, Conference Room 'C'**

1. CADD & PC Update Randy Bissette
Randy will be meeting with the squad leaders on file management. Everything will be referenced to the TIP number and our plans will be put on the Roadway server so that other Units will have access to our general drawings, etc. Archived work will be referenced to the TIP number.
2. Netscape Calendars..... Ricky Keith
Please keep your calendars updated for meetings, field trips, etc. that you are planning to attend. Appointment details for work related items should be viewable. Please check your access rights by clicking on "Options", "Access Rights", "Viewing", and beside Normal Entries, check "View Entries". On all personal entries, I just need to know when you will be out of the office. Continue to give me blue slips with annual leave and sick leave. Call in if you need to be out unexpectedly.
3. Railroad Shoring.....Greg Perfetti
Figure 12-15 in the Design Manual is out of date now. If you have footings on RR overheads see Greg. The Design manual will be updated at a later date. Soils is recommending footings more often now. We can also go back to Soils and ask for drilled shafts if this makes more sense in some situations.
4. Differential DeflectionsGreg Perfetti
For steel girders if you have differential deflections in excess of 1 ½ " or more in adjacent girders due to the slab pour see Greg or Tom. We might need to run a STAAD model to check these. The engineering development group is working on a policy on this.
5. Vertical Clearance Ricky Keith
Check for adequate vertical clearance as soon as possible after a project is assigned to you. Once you have enough information from Roadway and have your preliminary span lengths run the vertical clearance and coordinate any discrepancies you find with Roadway. Document this coordination in the project file.
6. Let List Comments Ricky Keith
Thank you for your cooperation in getting your e-mail comments on the 13th month let list to both Ray Moore and Paul Garrett. This information is needed for the Design Status let review meeting and the 12-month let review. Please continue to provide comments on the 12-month list to Ray and Paul as well.

7. Mid Term PM Reviews Ricky Keith

Interim reviews for the PM are due to be completed the first part of October. I will be setting up meetings with the Project Engineers probably around the second week in October to do your reviews. Remember that you need to write a development plan for any key responsibility or dimension that is at a below good level.

8. Bar Charts Ricky Keith

We should be getting copies of Roadway's bar charts for the new TIP sometime around October 4. Ray and I are due to meet with the other Units to discuss these on October 16, 17, and 18. That will give you about a week to get your reviews done and comments made.

9. Engineering Labor Market Study Ricky Keith

The status of the engineering labor market study is that it has been completed, the recommendations have been developed, and the report has been delivered to the Secretary. At this point we don't know what the recommendations are or when they may be implemented.

10. Dead Files Ricky Keith

Each Project Engineer is responsible for keeping up with his own dead files. Find a place within your project group area to store these. They are supposed to be scanned in the future.

11. Other

Rodger - The 2002 Standard Specifications will be effective with the January 2002 letting.

- An informational meeting will be held on the new barrier rail transition detail for all project groups. This is also effective with the January 2002 letting.

- Any exceptions to these will need Tim's approval

TVR - Let us know if you have steel pipe piles recommended from Soils in corrosive areas.